INSTRUCTIONS for MDPH ANNUAL SUMMARY OF SHARPS INJURIES

This form shall be either typed or computer generated. This form shall cover sharps injuries occurring in the previous calendar year and shall be sent to MDPH-OHSP by February 1.

- Provide the name and license number of the **hospital** facility.
- Provide the calendar **year** of the data.
- Provide a **contact name** and **phone number** for the person who is responsible for the data at the hospital.
- A **unique exposure incident number** shall be assigned to each exposure event.
- Indicate the usual **occupation** of the exposed health care worker. Use of the list of occupations provided on the attached list is encouraged.
- Identify the **department or work area** where the incident occurred. Use of the list of departments provided on the attached list is encouraged.
- Identify the **device or item** involved in the exposure incident. Use of the list of devices provided on the attached list is encouraged.
- Indicate whether the device involved was a safety device.
- Identify the **brand and model** of the device involved in the exposure incident.
- Identify the **purpose or procedure for which the sharp was used or intended**, that is what the device was being utilized for at the time of the exposure incident. Use of the list of procedures provided on the attached list is encouraged.
- Indicate **how** the exposure incident occurred. Use of the list of possible causes provided on the attached list is encouraged.
- Insert page numbers and total number of pages.

MDPH ANNUAL SUMMARY OF SHARPS INJURIES

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	Lancet	Other type of sharp object	(specify)
the section of the se	collection holder / Laser		Additional dental / surgical devic
Hypodermic needle attached to a needle	Pin	Glass	Hypodermic needle attached to
disposable syringe Other type of h	ollow bore needle Razor	Capillary tube	non-disposable syringe
Hypodermic needle attached to IV (specify)	Retractor	Medication ampule / vial / I'	IV bottle Elevator
tubing	Scaler / curette	Pipette	Extraction forceps
Prefilled cartridge syringe Other sharp o	<i>bject</i> Scalpel blade	Slide	Root canal file
Spinal or epidural needle Bone chip / chi	pped tooth Scissors	Specimen / test / vacuum to	tube Rod (orthopaedic)
Unattached Hypodermic needle Bone cutter	Sharp object, typ	pe unknown Other glass item (specify)	Other device or item (specify)
Winged steel needle Bovie electrocu	uatery device		

MDPH ANNUAL SUMMARY OF SHARPS INJURIES

Before use of the item

While withdrawing needle from patient

Other **(specify)** Unknown

PURPOSE OR PROCEDURE FOR WHICH SHARP WAS USED OR INTENDED:				
Line procedures:	Other procedures:	Dental procedure:		
To insert a peripheral IV line or set up a heparin lock	Cutting (e.g. surgery / autopsy)	During disposal		
To insert a central IV line	During deposal	Hygiene (prophy, root plane, curettage)		
To insert and arterial line	Epidural / spinal anesthesia	Oral surgery		
To connect IV line (intermittent IV / piggy back / IV infusion /	Intramuscular (IM) injection	Simple Extraction		
other IV line connection)	Subcutaneous / intradermal injection / skin test placement	Surgical Extraction		
To flush heparin / saline	Suturing	Fracture Reduction		
Other injection into IV injection site or IV port (specify)	Transferring blood / body fluid to another container	Other (specify)		
Other line procedure (specify)	To obtain a body fluid or tissue sample (CFS / amniotic / biopsy)	Unknown		
	To obtain laboratory specimens	Periodontal surgery		
Blood procedures:	Other procedure (not a line or blood sampling procedure) (specify)	Restorative (amalgam, composite, crown)		
Percutaneous venous puncture (e.g. phlebotomy)	Unknown	Root canal		
Percutaneous arterial puncture		Other (specify)		
Central of peripheral IV line or port		Unknown		
Arterial line				
Dialysis / AV fistula site		Where did the injury occur?		
Umbilical vessel		Inside the patient's mouth		
Finger stick / heel stick		Outside the patient's mouth		
Other blood sampling (specify)		Unknown		
HOW DID THE INJURY OCCUR? Choose up t	o two.			

	Activating safety device	Collided with co-worker or other person
During use of the item	Cap fell off after recapping	Collided with sharp during / after disposal
Collided with co-worker or other person	Collided with co-worker or other person	In trash
Collided with sharp	Collided with sharp after procedure	In linen / laundry
Incising	Disassembling device or equipment	In pocket / clothing
Manipulating suture needle in holder	Decontamination / processing of used equipment	Left on table / tray
Palpating / Exploring	During clean-up	Left in bed / mattress
Passing or receiving equipment	Handling equipment on a tray or stand	On floor
Transferring equipment	In transit to disposal	Over-filled sharps container
Patient moved and jarred device	Opening / breaking glass containers	Punctured sharps container
Sharp object dropped	Processing specimens	Protruding from opened container
Suturing	Passing or transferring equipment	Sharp object dropped during / after disposal
Tying sutures	Recapping (missed or pierced cap)	Struck by detached I.V. line needle during / after disposal
While inserting needle in line	Sharp object dropped after procedure	While manipulating container
While inserting needle in patient	Struck by detached I.V. line needle	While placing sharp in container, injured by sharp being disposed
While manipulating needle in line	Transferring blood / bodily fluids into specimen container	While placing sharp in container, injured by sharp already in
While manipulating needle in patient	Other (specify)	container
While withdrawing needle from line	Unknown	Other (specify)

During or after disposal of item

Unknown

After use, before disposal